



System Training and Response (STaR) Team – SAIS Workshop

Reconciling Student Membership Data in SAIS

This two and a half hour presentation is intended to provide information to individuals from Local Educational Agencies (LEAs) who are seeking or are in need of support with the process of reconciling the student membership data (average daily membership and average daily attendance) that reside in SAIS against actual student rosters.

Target Audience

New users who have responsibilities for collecting, submitting and/or verifying SAIS data relating to School Student Membership (i.e., Enrollment, Withdrawal, Readmission, Absence, Attendance, Year-end Status). Though welcomed to participate, experienced users may find that their training needs are met by reviewing the supporting documentation and contacting the STaR Team for on-demand assistance when necessary.

Topics/Activities

- Discussion of the use and significance of the SDADMS71-1 72, 75, 76, 78, 80-1, 80-2 and Student Integrity Status Reports.
- Review of the process and significance of validating enrollment information for students who are concurrently enrolled in a charter school and a public non-charter school.
- Explanation of the reasons why students may or may not be listed on the reports referenced above.
- Exercise to apply the logic and perform the steps necessary to aggregate student membership days.
- Opportunity for participants to pose specific questions and share individual issues related to reconciling membership data in SAIS.

Requirements and information for workshop participants:

- Pre-registration through use of the ADE “Calendar of Events” located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- The workshop will be presented at various locations throughout the state from **mid-November through late April**. Sessions scheduled for November are shown on page 2 of this document. Additional dates, times and locations will be added to the ADE Calendar of Events as those details become available.*
- Participants are not required to download, print and carry supporting documents to this presentation.
- Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking and locating the classroom.

* If you plan to participate and would be interested in hosting this presentation for yourself and other district and charter school personnel within your region, please contact us through use of our “Request for SAIS Training and Assistance” form found at <http://www.ade.az.gov/schoolfinance/star/>. Fill in the required fields, let us know that you are interested in hosting this event and indicate the month during which you'd like to host. Someone from the STaR Team will contact you within a few days to discuss the possibility of presenting the workshop at your location.

Workshop venue requirements:

- Appropriate space to hold training for up to 20 participants (including chairs and tables)
- Projection screen or bare wall that is large enough and in a location for easy viewing by all participants
- Adequate free parking
- Hosts agree to make arrangements to reserve the training area and ensure that it is set up for the presentation

Reconciling Student Membership Data in SAIS

November 2007

November workshop dates, times and locations are listed below. Details regarding additional sessions will be added to the ADE “Calendar of Events” as the information becomes available. To register for a November workshop or to check for information about additional sessions as it becomes available, please navigate to the ADE “Calendar of Events” at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp>. The “Calendar of Events” may also be accessed from a link in the lower left portion of the ADE home page.

Northern Region Workshop Locations		
Friday, Nov. 16, 2007	9:00 – 11:30 AM	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Monday, Nov. 26, 2007	9:00 – 11:30 AM	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Central Region Workshop Locations		
Wednesday, Nov. 14, 2007	9:00 – 11:30 AM	ADE Student Services Building, Room 107, 2005 N. Central Ave., Phoenix, AZ
Tuesday, Nov. 20, 2007	9:00 – 11:30 AM	ADE Student Services Building, Room 107, 2005 N. Central Ave., Phoenix, AZ
Tuesday, Nov. 20, 2007	1:00 – 3:30 PM	ADE Student Services Building, Room 107, 2005 N. Central Ave., Phoenix, AZ
Southern Region Workshop Locations		
Tuesday, Nov. 20, 2007	9:00 – 11:30 AM	Lee Instructional Resource Center (LIRC) Computer Lab 2025 E. Winsett Street, Tucson, AZ
Monday, Nov. 26, 2007	1:00 – 3:30 PM	Lee Instructional Resource Center (LIRC) Computer Lab 2025 E. Winsett Street, Tucson, AZ

For driving/parking directions, please click on:

Get Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>

Additional sessions of “Reconciling Student Membership Data in SAIS” will be scheduled each month through April 2008. Session dates, times and locations will be added to the ADE “Calendar of Events” as they become available.